

# Las Positas College

3000 Campus Hill Drive  
Livermore, CA 94551  
(925) 424-1631

Online: [LPC Facility Rentals](#)



## COLLEGE FACILITY USE AGREEMENT

### Performing Arts, L4000

#### FACILITIES

**Main Stage Theater**

L4000, 4119  
Max Capacity, 464  
Format: Set, Theater

**Lobby**

L4000  
Max Capacity, 200  
Format, Open

**Concession Stand**

L4000, 4117A  
Max Capacity, 5  
Format, Set

**Dressing Rooms**

L4000, 4122/23  
Max Capacity, 20/10  
Format, Set

**Green Room**

L4000, 4129  
Max Capacity, 25  
Format, Set

**Black Box**

L4000, 4128  
Max Capacity, 175  
Format Set

RENTAL DATE: \_\_\_\_\_

RENTAL DAYS OF THE WEEK: \_\_\_\_\_

RENTAL ENTRY TIME: \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_ RENTAL EXIT TIME: \_\_\_\_\_

**RENTAL TIME MUST INCLUDE SET-UP, EVENT, AND BREAKDOWN TIME**

ALTERNATIVE DATE: \_\_\_\_\_ ALTERNATIVE TIME: \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_ TOTAL NUMBER OF EXPECTED ATTENDEES: \_\_\_\_\_

EVENT FEE CHARGED TO ATTENDEE: \_\_\_\_\_

#### APPLICANT INFORMATION

ORGANIZATION NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

DAY OF EVENT CONTACT: \_\_\_\_\_

NUMBER: \_\_\_\_\_

ADDRESS/BILLING: \_\_\_\_\_

NUMBER STREET

CITY

STATE

ZIP CODE

ORGANIZATION WEBSITE: \_\_\_\_\_

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## RESOURCES

### CAMPUS SAFETY, CUSTODIAL SUPPORT, and STAGE TECHNICIAN HOURS

In response to your application, our office will provide a quote of Custodial, Campus Safety, and Stage Technician hours. Please reference the [LPC Fee Schedule](#) for hourly rates.

#### Facility Rentals are subject to the following conditions:

1. Agreement may be cancelled at any time prior to use should facilities be needed for college purposes  
 I agree to this condition
2. Lessee is responsible for any damages sustained to the school premises, furniture, or equipment that cause due the occupancy of the Lessee.  
 I agree to this condition
3. Lessees understands and agrees to two (2) hour minimum Campus Safety and Custodial service fees.  
 I agree to this condition
4. Lessee will be required to pay additional custodial clean-up fees if excessive mess or waste is left behind  
 I agree to this condition
5. Lessee will abide by Las Positas College rules, regulations, and polices governing the use of facilities.  
 I agree to this condition
6. No modifications to Las Positas College structures, electrical, facility or mechanical apparatus  
 I agree to this condition

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7. No use of external equipment in any Las Positas College Facilities  
 I agree to this condition
  
8. Alcoholic beverages, controlled substances, intoxicants, and tobacco are not allowed on campus.  
 I agree to this condition
  
9. No food or drinks except water are allowed in any LPC facility.  
 I agree to this condition
  
10. The Lessee is bound by the agreement start and end time agreed upon by the LPC Facility Rentals Office. Time Overage will be charged at a per hour overtime rate for any amount of time past contract end time.  
 I agree to this condition
  
11. Evidence of insurance policy listing Las Positas College as the additionally insured must be received by the LPC Facility Rentals Office in order to confirm your request.  
 I agree to this condition
  
12. Rental fees must be paid in full two (2) weeks prior to the event.  
 I agree to this condition
  
13. Cancellation of the agreement less than ten (10) business days prior to event will result in loss of rental fees.  
 I agree to this condition

**THE APPLICANT AGREES THAT THE USE OF COLLEGE FACILITIES SHALL BE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF TRUSTEES OF THE DISTRICT AS STIPULATED IN GOVERNING BOARD POLICY NO 6700. NOTICE TO APPLICANT:** Facility Fees and Staffing charges will apply according to the Fee Schedule on the LPC Facility Rental web site. Requester will observe and obey all Guidelines for Rental of Facilities on the LPC Facility Rental web site. This is an application for use only. You will receive confirmation of use and invoice under separate cover. Payment is due upon receipt of invoice.

**CERTIFICATE OF LIABILITY:** A Certificate of Liability (COL) is required for all facility rentals in the amount of \$1 million naming Las Positas College as the Certificate Holder.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CONFIRMATION OF FACILITY RENTAL IS DEPENDENT ON AVAILABILITY AND STAFFING.